

# DETROIT RIVER INTERNATIONAL WILDLIFE REFUGE

## *Volunteer Position Descriptions*

### **RESOURCE MANAGEMENT • ADMINISTRATION • EDUCATION & OUTREACH**

#### ***RESOURCE MANAGEMENT VOLUNTEER POSITIONS***

##### **BIOLOGY ASSISTANT**

Volunteers assist Refuge biologists in performing bio-monitoring projects, conducting surveys, wildlife observation, specimen collection, and data entry. Experience in species identification and classification preferred. Volunteers will also perform activities such as plant species identification, classification, and inventorying. Good physical condition, the ability to work in all types of weather and general comfort with wildlife behavior is important. Position availability subject to seasonal conditions.

##### **HABITAT RESTORATION TECHNICIAN**

Habitat Restoration Technicians assist the USFWS to restore native habitat at Detroit River International Wildlife Refuge. Technicians will work on field projects such as invasive species removal and restoration of Refuge ecosystems, landscaping, watering, seed collection, planting, and maintenance of the Refuge grounds. Good physical condition and the ability to work in all types of weather are position requirements.

##### **MAINTENANCE ASSISTANT**

Assistants will perform light to moderate maintenance work. Duties may include nature trail maintenance, light construction or carpentry, and general upkeep of Refuge property. Volunteers will also assist with sign posting and maintenance. Good physical condition and familiarity in using power tools is preferred. Positions available year-round.

##### **GPS/GIS**

Technicians assist Refuge staff with GIS digitizing, GPS data collection, and map making to assist USFWS staff to restore native habitat at Detroit River International Wildlife Refuge. Some experience working with Arc GIS software and GIS programming is required.

##### **HUNT PROGRAM WORK GROUP**

Volunteers will assist Refuge management with a diverse spectrum of tasks including the construction of hunting blinds and parking lots, posting of boundary signage, and any ongoing maintenance associated with these structures. Work may also include community outreach to promote the Refuge's hunt recreation program, and the development of public relations materials, including hunt brochures, advertisement, etc. Good physical condition and familiarity in using power tools is preferred.

#### ***ADMINISTRATION VOLUNTEER POSITIONS***

##### **OFFICE ASSISTANT**

Assistants will perform a variety of duties including general file maintenance, property inventory, program scheduling, letter mailings, brochure folding, etc. Work may include answering phones, checking email, and performing basic customer service tasks. An ability to communicate with a broad spectrum of people is essential for this position. Work is done indoors throughout the year.

# ***EDUCATION & OUTREACH VOLUNTEER POSITIONS***

## **VISITOR SERVICES ASSISTANT**

Assistants will perform a variety of duties related to the overall administrative functions of the Refuge's Public Use program. Duties will include simple clerical duties such as answering phones, correspondence preparation, data entry, copying, and filing. Volunteers will also be responsible for taking, recording, and confirming reservations for public programs and wildlife oriented nature programs; assisting with special events and projects and basic interpretation of the Detroit River International Wildlife Refuge. Essential skills for this position include an ability to work independently, pay close attention to detail and communicate with a broad spectrum of people. Flexible work schedules are available.

## **ENVIRONMENTAL EDUCATION PROGRAM LEADER**

Program leaders prepare for and conduct environmental education (EE) programs for students in grades K- 12 using established curriculum and lesson plans. Volunteers will assist with program scheduling and evaluation, inventory tracking, and have the opportunity to assist with curriculum development. Leadership, group management skills, and an interest in working with various age groups are important skills for this position.

## **RECREATION PROGRAM ASSISTANT**

Recreation assistants perform a variety of duties related to the Refuge's public use program. Program volunteers prepare for and conduct interpretive "nature" programs for visitors of all ages using established program outlines; rove Refuge hiking trails to evaluate trail maintenance needs, monitor visitor safety, and provide site interpretation to the public as needed. Assistants may also lead hikes, facilitate fishing programs and assist Refuge staff to provide instruction and education during special recreation events. Assistants are encouraged to apply creativity enthusiasm and personal knowledge in program delivery. Leadership, group management skills and an affinity for working with diverse audiences is required for this position. Good physical condition and the ability to work in all types of weather are required.

## **MEDIA SPECIALIST ASSISTANT**

Photograph and document staff, volunteers, and visitors during Refuge events and programs. Photograph and document nature and wildlife on the Refuge. Assistant will aid Refuge staff with public relations and collaborate with Refuge staff to oversee, manage, and monitor social media sites, program marketing plans, and the development of press releases and newsletter articles. Media volunteer will monitor media outlets for Refuge press, as well as establish and update contact lists and databases for news outlets, government officials and other Refuge partners. Videography skills are recommended for this position, but not required. On the job training and basic equipment/software will be provided to interested volunteers.

## **COMMUNITY OUTREACH ASSISTANT**

Assistant will work with the International Wildlife Refuge Alliance to provide outreach support for the Detroit River International Wildlife Refuge. Volunteer will assist with a variety of duties related to the public promotion of the Refuge, the US Fish and Wildlife Service and the Refuge Alliance. Work will include representation at community events, conferences, career fairs, expos, festivals, and educational functions. Outreach assistant will provide staffing assistance at Refuge Open House events, deliver public presentations to a wide range of audiences, and aid in the overall advocacy and advancement of Refuge programming. Additional opportunities to provide support and assistance for the Refuge and Alliance are available through committee work specific to Refuge stewardship, environmental education, fundraising, and special event planning and coordination. Flexible availability is preferred for volunteers in this role. Positions available year round. Time commitment is variable.